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FOURTH GENERAL CONFERENCE OF UNIDO

Vienna, Austria, 2-18 August 1984

CONFERENCE ARRANGEMENTS:

INFORMATION FOR PARTICIPANTS

Prepared by the UNIDO Secretariat

Note: This document should be read in conjunction with a booklet entitled "Information for Conference participants". The booklet, issued by the Government of Austria for the Fourth General Conference of UNIDO, was distributed in May 1984, and contains essential information on matters such as hotels, transportation, site of the Conference and services available in the Hofburg Congress Centre.

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I. ORGANIZATION OF THE CONFERENCE

Date and place of the Conference

1. In accordance with section III of resolution 38/192 adopted by the General Assembly on 20 December 1983, the Fourth General Conference of UNIDO will be held in Vienna, at the seat of the Organization, from 2 to 18 August 1984.

2. The Conference will take place in the Hofburg Congress Centre (Kongresszentrum Hofburg), Heldenplatz 1, A-1014 Vienna (telephone: 57 55 71).

Opening of the Conference

3. The formal inaugural ceremony of the Conference will commence at 10.30 a.m. on Thursday, 2 August 1984, in the Festsaal of the Hofburg Congress Centre. The inaugural ceremony will be preceded by an informal meeting of the heads of delegations at 9.30 a.m. in the Winterreitschule.

4. The Conference will be called to order at 10.15 sharp and all participants are expected to take their seats in order to allow the Federal President of the Republic of Austria and the Secretary-General of the United Nations to be escorted into the Festsaal.

5. Four members of each delegation will be able to attend the inaugural ceremony in the Festsaal. Invitation cards for the ceremony will be issued upon registration by contacting the staff at the Registration Desk, Main Entrance Hall, Hofburg Congress Centre. Because of the limited seating capacity of the Festsaal, there will be a video transmission of the proceedings of the opening ceremony in the Neuer Saal for participants who cannot be seated in the Festsaal.

6. The first plenary meeting of the Conference will begin at 12 noon in the Festsaal.

Seating arrangements

7. Delegations will be seated in English alphabetical order. The name of Mexico was drawn by lot and this country will therefore sit at the extreme right of the front row in the Festsaal. The same order will be maintained for meetings in other conference rooms.

Secretariat of the Conference

8. The Executive Secretary of the Fourth General Conference is Mr. D. C. Ganao, and the Deputy Executive Secretary of the Conference Mr. A. Kayalar. Their offices are located in Radetzky Appartement I.

Agenda and documentation

9. The provisional agenda for the Conference is contained in document ID/CONF.5/1. A provisional list of documents prepared for the Conference will be contained in document ID/CONF.5/INF.3 1/ which should be read in conjunction with the provisional annotated agenda ID/CONF.5/1/Add.1 2/.

1/ To be issued shortly before the Conference.
2/ A revision to this document will be issued shortly before the Conference.

List of participants

10. The provisional list of participants for the Fourth General Conference of UNIDO will go to press on 26 July 1984 and will be revised at a later date. As only names communicated to the Secretariat by 24 July 1984 can be included in the first edition, Governments and organizations are requested to supply the names of the members of their delegations in good time.

Credentials

11. Delegations are requested to notify, in writing, the staff at the Registration Desk, or the Conference Secretariat of any subsequent changes in the information entered on the registration form, in order that the records for the "List of participants" may be kept up to date.

12. Credentials of heads of delegations, issued by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other representatives and advisers should reach the Conference Secretariat if possible one week before the opening of the Conference, e.g. by Thursday, 26 July 1984.

13. Delegates who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk, as soon as possible.

Registration

14. United Nations Security Officers on duty in the Hofburg will direct participants to the Registration Desk in the main entrance hall of the Hofburg Congress Centre. For delegates, observers and journalists attending the Fourth General Conference the Desk will be open for advance registration on Friday, 27 July 1984, from 10 a.m. to 5 p.m. Subsequently, as of Monday, 30 July 1984, the desk will remain open from 9 a.m. to 5 p.m. All participants, including members of Permanent Missions, are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival in order to ensure the accurate inclusion of their names in the final list of participants.

15. Registration will only be effected for those delegates whose names have been communicated to the Secretariat in an official letter (see also para.12 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Conference passes

16. Upon registration all participants (including members of Permanent Missions) will be issued with conference passes which bear the photograph, name and country or organization of the participant. Upon presentation of the completed registration form, the necessary photographs will be taken in the main entrance hall of the Hofburg. For security reasons its display will be required for admittance to the Hofburg Congress Centre.

Conference rooms available

17. The following conference rooms are available in the Hofburg Congress Centre:

Room	Purpose
Festsaal	Plenary
Winterreitschule	Committee I, geographical groups
Neuer Saal	Committee II, geographical groups
Ratsaal	Working groups, drafting groups, geographical groups
Grosser Redoutensaal	Working groups, drafting groups, geographical groups
Room 425 and Teesalon near Redoutensaal	Small groups (no arrangements for interpretation)

Speakers in the general debate

18. The list of speakers for the general debate was opened on 29 February 1984, the date the letters of invitation to the Fourth General Conference were dispatched. Requests for inscription on the list of speakers in the general debate which have not yet been communicated to the UNIDO Secretariat should be made to the Conference Secretariat. Once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Festsaal. The names of speakers are entered on the list in the order in which the requests are received.

Prepared statements

19. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Simultaneous interpretation

20. Each seat in the meeting rooms will be provided with a simultaneous interpretation receiving set and headphones. Participants are earnestly requested not to remove the portable receiving sets and headphones from these rooms at the end of a meeting so that they can be checked and, if necessary, adjusted before the next meetings take place.

21. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

22. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

Sound recordings

23. Sound recordings will be made of the meetings of the Plenary, the main committees and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Requests for meetings

24. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet informally. Requests for such meetings should be made to the Office of the Chief, Meetings Planning and Servicing Unit (room 208).

Timetable of daily meetings

25. A timetable indicating the time and place of daily meetings will be published in the Journal of the Conference and on the television monitors installed in the Hofburg Congress Centre.

Journal

26. The Journal of the Conference will be issued daily in English, French and Spanish. It will contain: (a) a programme of meetings; (b) agendas for individual meetings; (c) summaries of meetings; (d) announcements. Communications for inclusion in the Journal should be sent to its Editor (Radetzky Appartement II).

Documents distribution

27. The main documents of the Conference are available in Arabic, Chinese, English, French, Russian and Spanish.

28. During the Conference, documents may be collected from the Documents Distribution Counter (Vorsaal, Mezzanine) where each delegation will have a pigeon-hole. This will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily Journal of the Conference; and

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required.

29. The Documents Distribution Counter will be open each working day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

30. Most pre-session documents were distributed to all States and organizations invited in early February 1984. All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit. A limited number of copies of pre-session documents specifically related to an agenda item under discussion in a commmittee room will be available in that room.

31. Delegates are requested to fill in and return, as soon as possible, the form mentioned under subparagraph 28(c) above concerning documents requirments during the Conference on the first day of the Conference. The Chief of the Documents Unit is available to assist delegations with arrangements for distributing documents.

32. Official invitations may also be distributed through the Documents Distribution Counter.

Summary records

33. Summary records will be provided for the plenary meetings of the Conference in Arabic, Chinese, English, French, Russian and Spanish.

34. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a vertabim record of a meeting.

35. The records are prepared by the secretariat and are, once issued as general distribution documents bearing a masthead, subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style, nor include lengthy additions which would disturb the general equilibrium of the summary records.

36. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation Section (room 206). Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. SERVICES

Information Desk

37. There is an Information Desk (ext. 422, 423, 424) on the Mezzanine floor, at the top of the main staircase, where participants can obtain information regarding conference services.

38. Attendants at the Information Desk will take messages for participants and secretariat staff and arrange for them to be paged when necessary, especially for incoming telephone calls.

Cloakroom

39. Delegates are kindly requested to leave their coats in the cloakroom off the main entrance hall of the Hofburg Conference Centre, as no coat racks are available near the conference rooms.

Facilities for information media

40. The facilities, which are envisaged for accredited correspondents of the information media, include a press working area, a briefing room as well as radio studios. Arrangements could also be made for television interviews. Special telephone and telex services will be available for the exclusive use of accredited media representatives at the Hofburg Conference Centre. The proceedings of the Conference will be covered by daily press releases in English, French and Spanish. Daily press briefings are also envisaged.

41. Until 27 July 1984 inquiries about press accreditation should be addressed to Public Information Section, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna. From 30 July onwards they should be addressed to the Press Accreditation Office at the Hofburg Congress Centre.

42. The offices of the press, radio, television and other personnel attached to the Information Service for the Conference are located in the Press Area of the Hofburg Congress Centre.

43. The primary function of the Information Service is to help meet the needs of the information media. However, it is prepared to assist delegations to the

Conference in various ways, provided that staff and facilities are available and requests are made in adequate time, to the Information Co-ordinator (Prinz Eugen area), for example in:

(a) Convening press conferences and briefings;

(b) Distribution of texts of statements and background material to accredited correspondents (provided that copies in sufficient numbers and appropriate languages are delivered in time to the Information Service by the delegations concerned);

(c) Announcement on the bulletin board in the Press Area of meetings to which accredited correspondents are invited;

(d) Conveying of important messages to individual accredited correspondents.

Bank services

44. Bank services are provided by the Creditanstalt-Bankverein, in the main entrance hall of the Hofburg Congress Centre.

45. The bank is open Monday through Friday from 9 a.m. to 6 p.m.

Telegrams and mail

46. A Post Office, in the main entrance hall of the Hofburg Congress Centre provides all regular postal services. The Post Office is open from 9 a.m. to 6 p.m. Special arrangements have been made with regard to:

(a) Telephone calls: Incoming calls will be taken, on request, at the Information Desk, external telephone number 57 55 71, extensions 422, 423, 424. Outgoing local calls can be made from the telephones in the Hofburg Congress Centre and long-distance calls must be placed at the Post Office.

(b) Telegrams: Outgoing telegrams must be dispatched from the Post Office. Incoming telegrams will be delivered to the Information Desk and from there will be taken to the addressee; if the addressee is not to be found in the Hofburg Congress Centre, the telegrams will be sent to the hotel or private address indicated on the registration form.

Library

47. The Vienna International Centre Library provides reference and information services based on a collection of books, periodicals, documents and reports of interest to the organizations at the VIC. The Library assists delegates to the Conference through provision of such services, as well as through access to materials in the collection.

48. Although delegates may not borrow library materials, a free photocopying services is provided. The reading rooms are open from 8 a.m. to 4.30 p.m., Monday to Friday. Inquiries may be made in the VIC, building F, room F0114, telephone 26 31/2632.

Catering services

49. The catering services, which are administered by UNIDO through a managing agent, EUREST GmbH, operate the Wintergarten Restaurant and a snackbar located near the Festsaal in the Hofburg Conference Centre, and will be pleased to serve participants in the Conference from 9 a.m. until half an hour after the close of the last meeting of the day.

50. In addition to the above services, private luncheons and receptions in the VIC can be arranged by the EUREST catering services (room F-184E, telephone: 26 31/4870), and the Office of the Chief, Meetings Planning and Servicing Unit (room 208) should be advised accordingly.

51. There are several restaurants in the immediate vicinity of the Hofburg Congress Centre.

Commissary

52. The VIC Commissary, operated by the International Atomic Energy Agency, is located in the Vienna International Centre (VIC), Vienna 22, Wagramerstrasse 5, in building F, floor -1. The Commissary hours are from 12 noon to 5 p.m., Monday, Tuesday and Wednesday, on Thursday from 12 noon to 6 p.m., and on Friday from 12 noon to 5.30 p.m. Access to and purchases in the Commissary are limited to holders of a valid Commissary card.

53. According to the Commissary Agreement between UNIDO and the Republic of Austria, heads of delegations of member States to meetings of or convened by UNIDO - Austrian nationals and stateless persons resident in Austria excluded - are entitled to Commissary cards for the duration of the present Conference. Any questions in connection with the issuing of Commissary cards should be directed to the United Nations Pass Office in the VIC, room G0E10, extension 3907.

54. As photographs of the bearer of the Commissary card are necessary, the Security Officer from the Pass Office of the United Nations Security and Safety Service in the VIC will be on duty in room G0E10, from 9 a.m. to 5 p.m. Friday, 3 August through Friday, 17 August, to facilitate the issuance of cards to entitled delegates. Heads of delegations who had returned their old Commissary cards will have these updated in the Pass Office.

55. A computerized point-of-sale system has been installed in the VIC Commissary and purchases can only be made if the relevant personal data are entered into this system. Therefore, after receipt of the Commissary card, the bearer is kindly requested to go to the Customer Service Counter in the VIC, building F, (F-157) during Commissary opening hours where necessary actions are taken to enable purchases to be made with the card.

United Nations stamps

56. Available United Nations stamps and postal stationery are on sale at the United Nations Postal Administration sales counter in the VIC, Vienna 22, Wagramerstrasse 5, Main Lobby, building C. Only United Nations stamps in Austrian denomination can be used for outgoing mail posted in the VIC.

First aid

57. Emergency medical attention is available in the First Aid Room, on the ground floor of the Hofburg Congress Centre, extension 295, during the working days of the session from 9.30 a.m. until the close of the last meeting of the day. For emergency assistance at other times, apply to the porter in the Hofburg entrance lobby (telephone 57 55 71, extension 440).

Car traffic

58. A car park for participants, the Press and the Conference Secretariat is provided in the Heldenplatz, just outside the Hofburg Congress Centre. Only cars displaying a car label issued by the Registration Desk may park there. Participants are asked to ensure that their chauffeurs obey the traffic and parking signs, as well as the directions of the police officers at the entrance to the car park.

Public transport

59. When using the public transport services in Vienna during the Conference, participants are advised to obtain either a three-day ticket or a weekly ticket. The tickets are available at the newsstand in the VIC, at most tobacconist shops (Tabak-Trafik) or in the larger underground (U-Bahn) stations. A photograph is required for the weekly tickets.

Transport between the Hofburg and the VIC

60. As there will be no shuttle service provided between the Hofburg and the VIC, participants are advised to use their own means of transport or use the public transport services. The underground (U-Bahn) line U-1, which can be boarded at the Stephansplatz or at the Karlsplatz stations near the Hofburg Congress Centre, leads direct to the VIC (Kaisermühlen - Vienna International Centre stop). The U-1 line is indicated by the colour red.